

MEMORANDUM OF UNDERSTANDING BETWEEN THE SUMTER BOARD OF COUNTY
COMMISSIONERS AND CITRUS BOARD OF COUNTY COMMISSIONERS REGARDING
TRANSFER OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FROM THE
SUMTER COUNTY HOUSING DEPARTMENT (FL117) TO THE CITRUS COUNTY
HOUSING SERVICES (FL147)

This Agreement is entered into between the Sumter Board of County Commissioners (SBOCC) and the Citrus Board of County Commissioners (CBOCC) for facilitative assistance in the transfer of the Section 8 Housing Choice Voucher program with an Annual Contributions Contract of 132 vouchers from the Sumter County Housing Department (FL117) to the Citrus County Housing Services (FL147).

Whereas, the Sumter County Housing Department has administered the Section 8 Housing Choice Voucher program since 1975; and

Whereas, as a result of diminishing funding allocations and planned reorganization of the Sumter County Housing Department, administration of a minimally sized Section 8 housing choice voucher program is infeasible; and

Whereas, Citrus County Housing Services has agreed to the administration of Sumter County's 132 vouchers in order to ensure Sumter County residents continue to receive adequate and appropriate housing assistance;

Now, therefore, it is mutually agreed as follows:

Services provided by SBOCC:

1. Provide working space for Citrus County Housing Services staff when in Sumter County, including a desk, chair, printer, phone, copier and scanner, desktop computer, internet access and typical desktop supplies.
2. A desktop computer will be transferred to Citrus County Housing Services inventory and removed from Sumter County Housing Department inventory for use at the office space as stated above.
3. Provide necessary storage of files for Sumter County participants, applicants and landlords in a secure location as required by the U.S. Department of Housing and Urban Development (HUD).
4. Send an Electronic Funds Transfer (EFT) in the amount of \$100,000 by September 15, 2011 to Citrus County to be used for the issuance of HAP payments on behalf of the Sumter County participants beginning October 1, 2011.
5. Sumter County will submit all necessary 50058's as required for November 1, 2011.
6. The balance of all Net Restricted Assets (NRA) and Unrestricted Net Assets (UNA) will be paid by EFT to Citrus County on or before January 1, 2012. This will allow Sumter County the opportunity to close out the Fiscal Year ending September 30, 2011.
7. Sumter County will be responsible for the annual Financial Assessment Submission System (FASS) unaudited and audited submission to HUD for fiscal year October 1, 2010 through September 30, 2011.
8. Section 8 Housing Choice Voucher program administrative plan, policies and procedures will be eliminated October 1, 2011.

Services provided by CBOCC:

1. Administer the Section 8 Housing Choice Voucher program on behalf of all Sumter County participants beginning October 1, 2011.
2. Citrus County Housing Services administrative plan, policies and procedures will become effective October 1, 2011 for all Sumter County participants and waiting list applicants.
3. Remit a completed HUD 52665 form to all Housing Authorities (HA's) for families that have transferred to Sumter County to change payment information in order for Citrus County to be paid by the HA's.
4. Remit a completed HUD 52665 form to all Housing Authorities (HA's) for families that have transferred out of Sumter County to change payment information in order for Citrus County to pay the HA's.
5. Issue payment to all landlords for Sumter County participants, including transfers, in and out of Sumter County.
6. Participants will have the option to remain in Sumter County if they so desire.
7. Keep a separate waiting list for Sumter County applicants that is to be used when a voucher becomes available due to attrition or additional funding. The applicants will be eligible for assistance in a unit located in Citrus County only.
8. When the waiting list for Sumter County is exhausted and vouchers are available, they will become Citrus County vouchers and will be used accordingly.
9. As of October 1, 2011, Citrus County will be responsible for all reporting to HUD, including, but not limited to, VMS and any other requirements deemed necessary.
10. Citrus County will be responsible to submit 50058's for any action that begins in December 1, 2011.
11. Citrus County will be responsible for all FASS auditing submissions beginning October 1, 2011.

Signature – Don Burgess, Chairman
Sumter County Board of Commissioners

Signature – Dennis Damato, Chairman
Citrus County Board of Commissioners

Date

Date

Attested:

Attested:

Clerk of Court – Sumter County

Clerk of Court – Citrus County